

Texas Air National Guard
Air Active Guard Reserve (AGR) Vacancy
Amended to Extend for 15 Days

ONE POSITION OPEN TO: NATIONWIDE

<u>Announcement Number:</u> 203-AGR-15-69	<u>Announcement Date:</u> 27 MAY 15	<u>Closing Date:</u> 13 JUL 2015
<u>Position Details:</u> Military Title: Vehicle Management and Analysis	<u>DAFSC:</u> 2T377	<u>Military Grade Requirements:</u> TSgt/E-6 Immediately Promotable to MSgt/E-7
	<u>Military Position #:</u> (0148) 0105717434	<u>Funding Availability:</u> AGR Funded
<u>Duty Organization/Location:</u> 203 SFS, Desert Defender / Ft Bliss, TX	<u>Position Description #:</u> N/A	<u>Trainees Accepted:</u> No
<u>Selecting Official:</u> 203 SFS/CC	<u>Military Reference:</u> AFECD, 30 April 2015	<u>Concurrently Advertised:</u> Technician Annc#: N/A

SUMMARY

Specialty Summary. Supervises and performs the scheduling and analysis of maintenance performed on vehicles and equipment. Oversees fleet management and accounts for vehicle fleet. Uses a computer to manage the vehicle data collection system and develops local retrievals to obtain specific data. Performs materiel control functions. Files historical data and maintains vehicle records.

Duties and Responsibilities:

Supervises and performs On-Line Vehicle Interactive Management System (OLVIMS) and fleet management functions. Manages vehicle leasing program. Inputs data to the OLVIMS and Standard Base Supply System (SBSS) computer systems and verifies data accuracy. Prepares, reviews and corrects OLVIMS system products. Develops base vehicle priority buy program, vehicle minimum essential levels, vehicle priority recall listing and vehicle rotation plan. Performs fleet maintenance, operations analysis and vehicle control program. Develops local retrievals to obtain specific data and analyzes this data for specific trends. Coordinates with work center supervisors and using organizations to ensure a timely repair of assigned vehicles. Monitors contract and warranty repairs, status, and funding. Develops and administers long and short range plans and programs for completion of preventative maintenance and inspections, special inspections and projects. Programs vehicles for depot maintenance on a five-year maintenance plan. Controls and administers the delayed maintenance and accident and abuse programs. Operates computers and calculators. Maintains and files vehicle historical data and records jackets. Analyzes data for deviations from specific performance indicators and helps to develop corrective actions.

Performs vehicle management data reporting/transfer as required. Uses Logistics Installation and Mission Support Enterprise View – Vehicle View (LIMS EV-VV). Collects data for mandated reporting requirements such as Resource Conservation and Recovery Act (RCRA), Status of Resources and Training Systems (SORTS), etc. Assembles specific vehicular information by extracting and tabulating maintenance data in a logical presentation sequence using automated and manual methods. Prepares data for presentation in tabular, chart, graphic and summary form. Gives written and narrative summaries to meet management needs.

Manages Air Force equipment management system program for vehicle fleet. Develops alternative sources of support for operational vehicle shortfalls. Manages vehicle custodial account and vehicle authorization and utilization program, prepares and defends base level submission for central appropriated funds procurement of motor vehicles and other budgetary accounts. Reviews and coordinates on statements of work and performance requirements documents requiring government vehicles. Monitors and coordinates on military construction projects.

Inputs routine and Mission Capable (MICAP) requisitions in SBSS, monitors Due-In From Maintenance (DIFM) Program and processes SBSS inquiries.

QUALIFICATION REQUIREMENTS

- **MUST HOLD 2T377**
- Knowledge is mandatory of: vehicle fleet management and analysis; maintenance responsibilities; maintenance data collection and reporting procedures; LIMS EV-VV; and small computer operation.
- For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
5. Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.

INSTRUCTIONS FOR APPLYING

1. **Filled Out NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.** Announcement number and position title must be annotated on this form.
2. **Copy of Records Review RIP within last 30 days.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). Records Review RIP must be no more than 30 calendar days old.
3. **AF Form 422, Notification of Air Force Member's Qualification Status and AF 469, Duty Limiting Condition Report (if applicable).**
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment** must be **no more than 12** months old. For Air Force/Air National Guard you can obtain your fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. **DD Form 214s (if applicable)**
6. Other documents (Resume, LORs etc.) are optional.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address:

ng.tx.txarng.mbx.hro-applications@mail.mil no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-203-AGR-15-69**). Applications submitted in pieces will not be accepted and will be automatically disqualified. **All packages must be redacted for Personal Identifiable Information (PII).** Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed no earlier than three business days prior to the close out date. Qualification/Disqualification letters will be emailed to each applicant NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. **"Update Last Name-203-AGR-15-69"**)

REMARKS

The Texas National Guard is an Equal Opportunity Employer.